U.S. EMPLOYEE HANDBOOK

Section 1 – Welcome, Key Points & The Basics About Your Job

Effective August 1, 2022

This Handbook supersedes all previous employee handbooks/ addendums

ACKNOWLEDGEMENT
RECEIPT OF EMPLOYEE HANDBOOK SECTION 1

I acknowledge and understand that CEC's Employee Handbook is comprised of the following 4 sections: Section 1 – Welcome, Key Points and the Basics, Section 2 – Benefits & Time Off, Section 3 – Safety, Security and Employment, and your specific location Addendum (collectively referred to as the "Handbook"). It is my responsibility to read, understand, and follow all the policies, practices, rules, and regulations explained in all Handbook sections and addendums effective on August 1, 2022.

I understand that if I fail or refuse to acknowledge all 4 Sections of the Handbook and the appropriate Addendum, I am still subject to the terms and conditions set forth in the Handbook.

I understand that this Handbook replaces all prior CEC (including Peter Piper Pizza) handbooks and personnel policies and procedures on the subject matter contained herein (but excluding CEC's Code of Business Conduct and Ethics, which is to be read together with this Handbook).

I have read and understood CEC's Policy Regarding Equal Employment Opportunity, and Prohibiting Discrimination, Harassment, Bullying & Retaliation policy prohibiting harassment in the workplace, agree to adhere to this policy, and understand the mechanisms in place for reporting incidents of workplace harassment or other violations of this policy. I understand that CEC does not tolerate discrimination or harassment of any type, including but not limited to sexual harassment. I certify that I understand that if I violate these or other policies, I may be subject to discipline up to and including termination.

I understand that the policies contained in the Handbook are not intended to create any contractual rights or obligations. I further understand that CEC has the right to modify, amend, or withdraw any or all of the policies and procedures described in this Handbook at any time at its sole discretion.

I understand that it is my responsibility to keep abreast of policies, procedures, and benefit changes through CEC-approved shared drives, newsletters, and/or memos.

I understand and agree that my relationship with CEC is "at will," which means that my employment is for no definite period and may be terminated by me or by CEC at any time, with or without cause or notice, for any reason not otherwise prohibited by law.

This Handbook must be returned to CEC upon my resignation or the termination of my employment.

If Restaurant Location Employee:

- I acknowledge that I was given an opportunity to review the CEC Employee Handbook and instructions for obtaining a copy will be maintained in the restaurant for employees. I understand that if I have questions regarding specific information contained in the Handbook, I can contact my Manager and request a written copy of the information. If I have additional questions about the application or interpretation of any policies or practices, I may contact Human Resources.

If Support Center, RSC, or SPT Employee:

- I acknowledge that I have received a copy of the CEC Employee Handbook and have had an opportunity to ask any questions about the policies and practices described in the Handbook. If I have any additional questions about the application or interpretation of any such policies or practices, I will contact Human Resources.

Table of Contents

CHAPTER 1: WELCOME TO CEC ENTERTAINMENT 4
1.1 LETTER OF WELCOME 5
1.2 CEC ENTERTAINMENT VISION AND VALUES 6
1.3 KEY POINTS ABOUT THIS HANDBOOK 7
1.4 AT-WILL EMPLOYMENT 7

CHAPTER 2: EMPLOYMENT 8
2.1 FULL-TIME/PART-TIME CLASSIFICATION 8
2.2 WORK SCHEDULES AND GOOD FAITH ESTIMATE OF HOURS 8
2.3 SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES 10
2.4 ATTENDANCE 11
2.5 BREAKS 12
2.6 PAYROLL PROCEDURES 13

CHAPTER 3: COMMITMENT TO A RESPECTFUL WORKPLACE 16
3.1 OPEN DOOR POLICY 16
3.2 POLICY REGARDING EQUAL EMPLOYMENT OPPORTUNITY, and PROHIBITING DISCRIMINATION, HARASSMENT, BULLYING & RETALIATION 16
3.3 INDIVIDUALS WITH DISABILITIES: NON-DISCRIMINATION AND REASONABLE ACCOMMODATIONS POLICY 21
3.4 PREGNANCY ACCOMMODATIONS 21
3.5 RELIGIOUS AND CULTURAL ACCOMMODATIONS PROCCEDURES 23

CHAPTER 4: HAVING A GREAT PLACE TO WORK 24
4.1 CONDUCT POLICY 24
4.2 SOCIAL MEDIA, INTERNET BLOGGING AND SOCIAL NETWORKING POLICY 27
4.3 CODE OF BUSINESS CONDUCT AND ETHICS 30
4.4 PERSONAL RELATIONSHIPS 30
4.5 EMPLOYMENT OF RELATIVES 31

CHAPTER 5: GENERAL WORK POLICIES AND PROCEDURES 32
5.1 EMPLOYEE RECORDS PRIVACY/PERSONNEL FILE ACCESS 32
5.2 CONFIDENTIAL AND PROPRIETARY INFORMATION 33
5.3 SOLICITATION AND DISTRIBUTION 35
5.4 BULLETIN BOARDS 36
5.5 LOITERING 36
5.6 CONTRACTS AUTHORIZATION AND CUSTODY 36

CHAPTER 1: WELCOME TO CEC ENTERTAINMENT

Our Handbook is broken up into several sections to make it easier for you to read and find items. You should review and acknowledge all 4 sections of the Handbook. (Section 1 – Welcome, Key Points and the Basics, Section 2 – Benefits & Time Off, Section 3 – Safety, Security and Employment, and your specific location Addendum.)

This Handbook is an employee guide, and it is meant to provide you with important information about your employment with CEC Entertainment, LLC. The Handbook applies to all employees of CEC Entertainment, LLC and its subsidiaries and affiliates ("us," "we" "CEC" or the "Company") located at any Company location throughout the United States (which includes both Chuck E. Cheese, Peter Piper Pizza, and Peter Piper Express), whether at the Support Center, in any restaurant, entertainment center, or in Operations Management, and therefore replaces the separate manuals that used to apply to these different groups of employees. Where different policies apply to different employee groups, the differences will be noted in this Handbook, or reference will be made to an addendum specific to a particular work group.

CEC is headquartered in Texas but employs staff outside of Texas. This Handbook is designed to comply with all applicable federal, state, and local laws and regulations. To the extent any policy or statement in this Handbook conflicts with any applicable federal, state, or local law or regulation, the applicable law or legislation will control.

Every effort has been made to make this Handbook a helpful reference for general policies, procedures, and benefit information. However, as you can understand, no one document can contain everything relating to your job, your individual qualification for benefits, changes at CEC or updating of policies and procedures. This Handbook does not constitute an express or implied contract. It is not intended to, nor does it create a contract of employment. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Further, the Company reserves the right to revise, delete, or add to the employment policies and practices described in this Handbook. **You are always encouraged to direct specific questions to your Supervisor or Human Resources at** (972) 258-8507 or employeerelations@cecentertainment.com

Neither this Handbook nor any other Company document confers any contractual right, either expressed or implied, to remain in CEC's employment. Nor does it guarantee any fixed terms and conditions of your employment. YOUR EMPLOYMENT IS NOT FOR ANY SPECIFIC TIME, AND MAY BE TERMINATED "AT WILL," WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE (see Employment at Will Policy in Chapter 1). In addition, you may resign for any reason at any time. Only the CEO of the company has the authority to alter your "at will" status, enter into a contract for employment for any specified period of time, or make any agreement contrary to this policy. Further, if such an agreement is reached, it must be presented in writing and signed by the CEO and the Employee. No supervisor or other representative of CEC Entertainment, LLC has the authority to alter your "at will" status.

Some of the information sounds like it was written by lawyers. It was! We've tried to keep that to a minimum.

1.1 LETTER OF WELCOME

On behalf of our entire Leadership Team, I would like to thank you for making the important decision to join our Team at CEC Entertainment. We are thrilled that you are working with us and you'll find out quickly that our greatest strength is our people. We are also very proud of the commitment every single member of our Team has made to deliver memorable moments for millions of guests that visit Chuck E. Cheese and Peter Piper Pizza each year. We pride ourselves on a culture rich in values, quality, and service.

CEC Entertainment, LLC is the nationally recognized leader in family entertainment and dining with its Chuck E. Cheese and Peter Piper Pizza brands and its virtual kitchen concept, Pasqually's Pizza & Wings. Created over 40 years ago in San Jose, CA, it was the first interactive entertainment restaurant where families could gather, and children could play. Over four decades, the Chuck E. Cheese brand has changed names, but the iconic characters, the food, the entertainment, and the moments created have stood the test of time as part of the fabric of American pop culture. Committed to providing a fun, safe environment, Chuck E. Cheese helps protect families through industry-leading programs such as Kid Check®. As a strong advocate for its local communities, Chuck E. Cheese has donated more than $19 million to schools through its fundraising programs. Peter Piper Pizza features dining, entertainment and carryout with a neighborhood pizzeria feel and "pizza made fresh, families made happy" culture. Peter Piper Pizza takes pride in delivering quality food and fun that reconnects family and friends. Created in 2020, Pasqually's Pizza & Wings offers a distinct, customized eating experience outside of a restaurant environment that amplifies classic pizza and wings and operates out of 400 ghost locations nationwide. The Company and its franchisees operate a system of nearly 600 Chuck E. Cheese and more than 100 Peter Piper Pizza venues, with locations in 47 states and 17 foreign countries and territories.

We value a work environment where diversity and inclusion are embraced, where people are promoted on their merits, and where people treat each other with mutual respect and dignity. We are committed to being a company where the best people want to work, where opportunities to develop are widely available, and where employees are encouraged to fulfill their professional and personal goals.

We want you to be successful, and this handbook will help you understand the Company, our policies and what we have to offer you as well as our expectations of you as an Employee. Since balancing your life is important, it also covers information regarding the benefits that are available to you and your loved ones. Thanks again for making the decision to start an exciting career at CEC Entertainment! Make sure you look into your career development opportunities and take advantage of our community involvement. Remember – your passion, creativity and enthusiasm are what bring our brands to life for our guests and ultimately for you!

David McKillips, CEO and President

1.2 CEC ENTERTAINMENT VISION AND VALUES

Vision Statements

CEC entertainment	Global Leader of Restaurant and Entertainment Brands
CHUCK E. CHEESE	To be the world's number one family entertainment brand that inspires and celebrates the moments Where a Kid can be a Kid®, generation after generation
peter piper pizza	The BEST gathering place for food, family and fun
PASQUALLY'S PIZZA & WINGS	Creating bold flavors with fresh ingredients for grown-up tastes

CEC Company Values

SAFETY	The Health and Safety of our Teams and Guests is our top priority.
SERVICE	We do everything to ensure that our teams and guests are happy.
INTEGRITY	Always do the right thing; be transparent and honest.
DIVERSITY & INCLUSION	Value and respect all individuals, traditions, heritages and experiences.
INNOVATION	Seek creative, new ideas for our guest, team and business.
RESULTS ORIENTATION	Take action, deliver measurable results and advance ideas that create enterprise value.

1.3 KEY POINTS ABOUT THIS HANDBOOK

Policies May Change. The procedures, practices, policies and benefits described here may be modified or discontinued by CEC at any time, with or without prior notice. However, we will try to inform you of any changes as they occur.

Confidentiality. The information in this Handbook is confidential and proprietary to CEC Entertainment, LLC. No portion of this handbook should be disclosed to anyone outside of CEC. It should be shared only with CEC Employees and others affiliated with CEC whose knowledge of the information is required in the normal course of business, or if required by law.

Other Documents. Some of the subjects described within this Handbook are covered in detail in other official plan and policy documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those subjects. Please note that with respect to those matters, the terms of the plan documents, which are also subject to change, are controlling. (This means they are the official word.) Copies of plan and policy documents can be requested from Human Resources.

1.4 AT-WILL EMPLOYMENT

All employees of CEC are employed "at-will," meaning employment can be terminated by the employee or the Company at any time, with or without notice, for any reason not otherwise prohibited by law. Employees may also be disciplined or demoted, and the terms and conditions of their employment may be altered at any time, with or without cause, in CEC's sole discretion. Nothing contained in this Handbook is intended to alter the at-will relationship in any way. Further, this Handbook is not a contract of employment and does not constitute nor shall it be construed as creating a contract of employment between CEC and any of its employees. This policy may only be modified by an employment agreement or other writing that is signed by CEC's CEO. No other officer or representative of CEC can modify your at-will status. Furthermore, any written agreement purporting to alter your at-will status and signed by CEC's CEO must specifically describe how your employment is something other than at-will.

This acknowledgment and employment at-will disclaimer supersedes and cancels any other communication by CEC, whether written or oral, that states, suggests, or in any other way implies that your employment at CEC is not at-will.

CHAPTER 2: EMPLOYMENT

2.1 FULL-TIME/PART-TIME CLASSIFICATION

"Full-Time" Employees: an hourly employee who, upon the date of hire, is expected to be regularly scheduled to work at least 35 hours per week on average

"Part-Time" Employee: An hourly employee who, upon the date of hire, is expected to be regularly scheduled to work less than 35 hours per week on average

(Note: some benefits may be eligible for employees who work/ 30 hours or more a week based upon federal/ state laws. See Section 2 – Benefits & Time Off or your addendum for more information)

In addition to the above classifications, employees are categorized as either **"exempt" or "non-exempt."** Pursuant to federal and state wage hour laws,

- **"non-exempt" employees** are eligible to receive overtime pay
- **"exempt" employees** do not receive overtime pay

You will be informed of your initial employment classification and status as exempt or non-exempt upon commencing employment. If you change your position during your employment as a result of a promotion, transfer or otherwise, management will inform you of any change in your job classification.

Actual hours worked by hourly employees will be reviewed quarterly. If you have worked an average of at least 35 hours per week during that time period, you will be classified as full-time prospectively. If you have worked less than 35 hours per week on average, you will be classified as part-time prospectively. Your paid time off benefits may be impacted by a reclassification.

All regular, overtime and other paid time off hours are included for purposes of determining full-time and part-time status. Generally, benefits eligibility for employees on an approved leave of absence will not be impacted. However, employees on an unpaid leave of absence are not entitled to continue to accrue paid time off benefits such as sick or vacation

For the purposes of full-time and part-time classification, all salaried employees are classified as full-time.

2.2 WORK SCHEDULES AND GOOD FAITH ESTIMATE OF HOURS

Non-Exempt (Hourly) Employees & Managers:

This information generally applies to Cast Members/Team Members, Opening Coordinators/Operations Managers, Assistant Managers, Technical Managers and Senior Assistant Managers. Some locations are subject to specific local laws regarding the scheduling of work hours, posting of schedules and notification to employees. ***Note: Please see the Addendum for your work area and information posted in your location for specific information on work schedules, specifically regarding Fair Workweek Ordinances.***

The work week for Cast Members/Team Members begins on Monday and ends on Sunday.

Typically, your schedule will be posted in the Cast/Team Member's common area by Thursday for the following work week, or whenever required by applicable law. Your schedule is subject to change and should be checked daily.

Only Managers are authorized to make changes to posted schedules. At times, you may be asked to report to work early, to work past the end of your scheduled shift, or leave work earlier than scheduled, due to business demands. Upon request, you should let a Manager know of any commitments that may prevent you from working outside your scheduled shift. Also, due to changes in staffing needs, you may be notified by Management not to report for a scheduled work shift. If possible, the notification by Management should occur at least 2 hours before your scheduled shift.

Some locations are subject to different rules regarding schedule changes. Please refer to the Employee Addendum for you work area and information posted in your location for specific information on work schedules. You may swap shifts when needed, with Management approval.

Exempt (Salaried) Management:

This information applies to General Managers, Interim General Managers, Senior General Managers and Interim Senior General Managers. The work week for General Managers begins on Monday and ends on Sunday. General Managers typically work a five-day work week, and their hours and schedules may vary based on their position and the needs of their location. Managers are expected to be available for work during location peak times: Friday, Saturday, and Sunday. The General Manager or Interim General Manager typically works his/her shifts along with another Manager. The management schedule is posted monthly, unless local or state law provides otherwise, and can be subject to change depending upon the workload and priorities established by the District Manager/Area Director. General Managers requesting to change their work schedule must receive approval from their District Manager/Area Director.

Support Center, RSC & SPT (excluding Sales Center)

The work week for employees in the Support Center begins on Monday and ends on Sunday. Core business hours for the Corporate Support Center are 8:00 a.m. until 5:00 p.m. (Central Time) on Monday through Friday, except for days published in the Holiday schedule. This is the default work schedule for all Support Center employees unless a flex or alternative schedule has been approved by your supervisor. If you determine that a flex schedule is desirable or necessary, you must coordinate with your supervisor for approval. Flex schedules may not be feasible within some departments or for certain positions within departments and will be approved on a case-by-case basis.

CEC reserves the right to modify, cancel, or suspend employees' flex schedule arrangements due to changed business conditions, staffing requirements, or other reasons. If you desire a change to your flex schedule, it must be approved by your immediate supervisor. You are expected to work your assigned flex schedule, and any deviations from it without your supervisor's approval will be counted against you (e.g., tardy, etc.). Future changes to the work schedule must always follow this same process.

2.3 SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

Exempt salaried employees receive a salary that is intended to compensate for all hours worked for the Company. This salary will be established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.

Your salary will also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to the Company's 401(k) Plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for reasons allowable by law.
- Your absence on a day because your employer has decided to close a facility on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

However, subject to state law, it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full day absences for personal reasons, sickness or disability. Please note: You will be required to use accrued vacation, personal or other forms of paid time off for full day absences for personal reasons, sickness or disability. However, your salary will not be reduced for partial day absences if you do not have accrued paid time off.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Payroll Department at payroll@cecentertainment.com or at 972-258-5549.

Every report of improper deductions will be fully investigated, and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

2.4 ATTENDANCE

Regular attendance includes being at work, on time, every day that you are scheduled to work, and remaining at work for the full shift or workday. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your supervisors. If you are unable to attend work or you will be late, you must notify your immediate supervisor as soon as practical.

Absences

An absence is a failure to report to work that is not due to a scheduled vacation, holiday, sick days, bereavement leave, jury/witness duty, or approved leave of absence. If you are unable to report to work, you must notify your immediate supervisor (or, at the stores, the Manager on Duty) that you will be absent and provide an expected date of return.

You should provide such a notification as soon as you become aware that you will be absent, but no later than 2 hours before the start of your normal work shift, when possible. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. If the date of return is uncertain, you must call your supervisor/Manager on Duty each day you will be absent. If you are absent due to illness, you may be asked to provide a doctor's note verifying the illness. Employees who have 3 consecutive absent days due to illness (personal or that of an eligible dependent) must contact CEC's third-party Leave and Disability Administrator for an approved leave of absence.

Excessive absences and failure to timely report an absence is considered performance issues and may be addressed with progressive discipline or immediate termination based on the circumstances. This does not apply to absences that have been approved under a leave program or where an accommodation has been granted.

You will be deemed to have voluntarily resigned your employment with CEC if you have 2 consecutive shifts on which you neither call nor show up for work ("no call/no show"); however, your supervisor, with the approval of your Human Resources Representative, shall have the discretion to continue your employment if you have a justifiable reason for the 2 consecutive "no call/no shows" and the supervisor believes that your continued employment is in the best interest of CEC. If you are deemed to have voluntarily resigned due to two consecutive "no call/no shows," then the effective date of such resignation shall be the date of the second "no call/no show."

Tardiness

You are expected to arrive at your job location and be ready to start work at the beginning of your assigned work shift. Failure to do so is considered being late for work. You should also be ready to resume work on time after any authorized meal or rest break.
Tardiness will be considered excessive if CEC believes that you are frequently or unnecessarily late; or if you demonstrate a pattern of tardiness. Repeated or excessive tardiness may lead to disciplinary action up to and including termination.

2.5 BREAKS

Meal and Rest Breaks

Please see your specific locations rest break policy in Section 4: Addendum.

Lactation Breaks

CEC supports the legal right and necessity of employees who choose to express milk in the workplace. This policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for as long as they desire to express breastmilk.

To request lactation accommodation, an employee should contact their supervisor to request an accommodation. In response to such request, CEC will provide a reasonable amount of break time for an employee who wishes to express breast milk for their infant child each time the employee has a need to do so, in accordance with applicable local, state and federal law. If possible, the break time must run concurrently with rest and meal periods already provided. If break time cannot run concurrently with rest and meal periods, it will be unpaid, to the extent permitted by applicable law.

To the extent it can do so without undue hardship, CEC will provide breastfeeding employees with space near their work area that is shielded from view and free from intrusion from co-workers and the public. The room or location will:

- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, a surface to place a breast pump and personal items
- Have access to electricity; and
- Have access to a sink with running water and a refrigerator suitable for storing milk near the employee's work area

Restrooms may not be used for lactation purposes. You will be permitted to refrigerate expressed milk in a CEC refrigerator, as long as the milk is contained in an appropriate, labeled, and sealed container. The label must state the employee's name and the date of expressing the milk. Any nonconforming container stored in the refrigerator may be disposed of without notice to the employee. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Employees who need additional lactation accommodation should submit a request for possible accommodation via email to the Human Resources Department at employeerelations@cecentertainment.com or call 972-258-8507. CEC will respond to the employee within five (5) business days after receiving an accommodation request, at which point CEC and the employee shall engage in an interactive process to determine the appropriate accommodations.

If CEC is unable to fully accommodate the employee, we will provide a written response specifying the reason why CEC cannot accommodate the employee's request. Please contact Human Resources with questions regarding this policy.

Georgia law requires break time of reasonable duration to employees who wish to express breast milk at the worksite during working hours. Any break time provided under this law will be paid at the employee's regular rate of pay.

[Revised 6/2022]

2.6 PAYROLL PROCEDURES

Pay Periods

Pay days are every other Friday, or as required by state law. Pay periods cover 2 weeks, or as required by state law. A pay week begins at 2:01 a.m. (Local Time) on Monday and ends at 2:00 a.m. (Local Time) on Monday of the second week.

Overtime

Hourly/non-exempt employees are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week or as required by federal, state, and/or local laws. ***Note: Please see the Addendum for your work area and information posted in your location for specific information on any state specific overtime rules.***

The following are specifications regarding overtime:

- Overtime is paid at one and one-half times the regular rate of pay, unless otherwise dictated by state or local law.
- Paid time off (holiday pay, vacation, sick days, bereavement leave, etc.) is not included in the calculation of overtime.
- Overtime must be pre-approved by your immediate supervisor or department head unless it is part of your normal work schedule. If you work overtime without permission, you may be subject to disciplinary action up to and including termination of employment.

Salaried/exempt employees (as defined by the Fair Labor Standards Act or state regulations) are paid on a salary basis and are exempt from federal overtime pay requirements.

Recording Time Worked

All Employees (hourly and salaried) working at a CEC restaurant are required to use the register system to record the daily hours worked during each pay period. Employees must log into a register, using their assigned magnetic card (Managers) or access code (Cast Members), for the following:

- Beginning of your shift
- Beginning of your rest or meal break
- End of your rest or meal break
- End of your shift

- You are strictly prohibited from logging other employees into a register; therefore, you are not to use someone else's access code or card. If you experience any problems logging into the register, or if you are ever asked to log into the register for another employee, you must immediately notify your supervisor or a member of the Human Resources Team at employeerelations@cecentertainment.com.

- Employees are required to refer to and comply with CEC's other policies relating to any absences from the Company such as absences for, among other things, sick leave, vacation, jury and witness duty, bereavement leave, and medical leave under the Family and Medical Leave Act.

- An employee who needs to take an absence under any of CEC's policies relating to leave should speak with their supervisor and Human Resources prior to the leave in accordance with such policies, or as soon as practical if the employee is unable to give prior notice so that we can ensure time is properly recorded in the timekeeping system. Payroll will require a completed request thru Workday with the immediate supervisor's electronic approval to record such hours in the system.

- On the Monday after the end of a pay period, the General Manager will ensure that hours worked by non-exempt employees during the pay period are accurate (i.e., ensuring employees logged in and out the register for shifts and breaks); confer with any employee whose time records are incomplete or otherwise inaccurate; and use that information to make any required adjustments. Management editing of employee time must be kept to a minimum, and no employee may edit their own time under any circumstances. **Employees whose time has been adjusted should acknowledge the adjustment on the time record. Non-exempt employees must never work off the clock.**

  Misrepresenting working hours, falsifying signatures or information on time records or systems, or tampering with CEC's register or other employees' time records are extremely serious offenses. Employees found to have engaged in any of these prohibited activities are subject to immediate discipline, up to and including termination of employment.

[Revised 6/2022]

Payroll Disbursement

At the end of every pay period, the Payroll Department will process all applicable hours in order to compute your pay. Pay will be made either through direct deposit or by Wisely pay card as permitted by law. If you do not want to activate the pay card, you can use the checks included in the Wisely Pay packet to receive the full net amount of your check. CEC Wage payments are fully electronic. If you do not choose a payment option, your default payment type will be the Wisely pay card. In addition, to the above options, you will also have the ability to have early wage access with Payactiv. This program gives employees early access to their earned wages, track spending, and save with every paycheck.

If you receive payment by pay card or direct deposit you can access your wage statements at any time by logging into Workday. You may also download and print copies of your pay statements from Workday. If you do not have internet access to obtain your statement, please contact your Manager to assist you.

CEC reserves the right to offer additional methods of payroll disbursement if permitted by law. If such additional methods of disbursement are offered, CEC will provide information and instructions at that time.

[Revised 6/2022]

Payroll Deductions/Garnishments

Federal, state, and local laws require CEC to withhold taxes from your wages. The following taxes are withheld:

- Federal income tax
- Federal Insurance Contributions Act (FICA) - Social Security and Medicare payroll tax; and
- State and local payroll taxes, where applicable

To confirm the proper amount of tax withholding, you must complete the federal withholding form in Workday for all appropriate payment elections to include your marital status and number of exemptions. State specific withholdings forms must be obtained from the Payroll Department and returned to the Payroll Department for processing. Other payroll deductions may include:

- **Garnishments** – CEC complies with all court orders to garnish employees' wages. The garnishment amount will be as required in the Court Order.
- **Voluntary Benefit Premiums** – If you enroll in CEC's group benefit plans you will have the appropriate premiums deducted from your paychecks, either on a pre-tax or post-tax basis, in accordance with IRS (Internal Revenue Service) regulations.
- **Other Voluntary Benefits** such as: 401k contributions or CEC Cares contributions

Your payroll stub will itemize all the deductions that are made from your gross earnings and will also differentiate between regular and overtime pay being paid, if applicable.

Payroll Errors

You are required to review every paycheck and paystub you receive to ensure that all information is correct including the pay rate, deductions, and the amount paid for the pay period. If you find an error, you must contact the Payroll Department immediately. Immediate access to your pay information is available by logging into your Workday account and then by viewing your Pay worklet. If you have received an overpayment, whether for time you did not work or for an incorrect rate of pay, you will be required to return the funds to CEC, where allowed by law. You may contact the Payroll Department at payroll@cecentertainment.com or at 972-258-5549.

CHAPTER 3: COMMITMENT TO A RESPECTFUL WORKPLACE

3.1 OPEN DOOR POLICY

As a CEC employee, you should feel free to express yourself to your immediate supervisor regarding any aspect of your job. No supervisor is too busy to answer questions or to hear problems or complaints from any employee.

You should follow your chain of command in attempting to resolve problems. This means that you should first discuss a problem or concern with your immediate supervisor. CEC believes questions and problems can be resolved more effectively in this manner. However, you may always contact another manager in the Company, a Human Resources Representative, or someone at a higher level of management, to discuss any issue or concern.

You must be aware that while your problems or complaints will be addressed, your view or opinion regarding the resolution of any problem may not always be the resolution that will prevail. Every question, problem or complaint will be addressed in accordance with CEC's policies and the context of the specific situation.

You can follow this Open-Door Policy without fear of reprisal. Supervisors will not penalize or threaten you for speaking to anyone in the Company. If you believe you have been penalized or threatened for using the Open-Door Policy, you should discuss it with a member of the Human Resources Department. This policy does not apply, however, to termination decisions or situations in which the Company has established other reporting procedures, such as harassment.

3.2 POLICY REGARDING EQUAL EMPLOYMENT OPPORTUNITY, and PROHIBITING DISCRIMINATION, HARASSMENT, BULLYING & RETALIATION

CEC is committed to each of its employees and to a productive work environment that is free of harassment, discrimination, bullying and. retaliation. Therefore, CEC will hire, train, promote, compensate, and administer all employment practices without regard to race, color, creed, religion, including religious dress or grooming practice, national origin, ancestry, citizenship or immigration status, gender, gender identity, gender expression, sex, sexual orientation, age, physical or mental disability, pregnancy, childbirth and related medical conditions, veteran, uniformed service, or military status, medical condition, genetic information, political activities or affiliation, family status, socio-economic status, interns (paid or unpaid)/volunteers or independent contractors, victims of domestic violence, or membership in any protected class under applicable federal, state and/or local laws.

This policy applies to protect individuals who have or are perceived to have any of the characteristics protected by law or are associated with a person who has or is perceived to have any of the characteristics or conditions protected by law, in accordance with applicable law.

This policy applies to all decisions, policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Harassment or discrimination of employees because they are members of any protected group is strictly prohibited and will not be tolerated. In addition, we prohibit retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. Such conduct is illegal and against CEC policy.

Conduct Constituting Harassment

Harassment on any basis identified above is any unwelcome verbal, visual or physical conduct that denigrates or unreasonably interferes with an individual's work performance by creating an intimidating, hostile or offensive work environment. Harassment, particularly sexual harassment, can occur between individuals of the same sex and individuals of the opposite sex.

Sexual Harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation
- Visual conduct such as derogatory, demeaning, inflammatory and/or sexually oriented posters, photographs, cartoons, drawings, pictures, objects, screen savers or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis.
- Unwanted sexual advances, gestures, invitations, or comments.
- Threats or demands to submit to sexual requests as a condition of continued employment or to avoid some loss of employment benefit; or
- Offers of employment benefits in return for sexual favors.
- Circulation of any explicit materials (including through email and/or text)
- Retaliation for reporting harassment, threatening to report harassment, or participating in company investigations

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, whether male or female, that are accepted and welcomed by both parties are not considered to be harassment, including sexual harassment.

Discrimination/Harassment

Discrimination means unequal treatment or denial of a term or condition of employment because of a person's race, color, religion, gender, gender identity, gender expression, national origin, age, sexual orientation, disability, genetic information, veteran status or membership in any protected group under federal, state and/or local laws. Examples of discrimination include, but are not limited to the following:

- Not hiring someone because they are 40 years old or older.
- Getting fired because of your status as a member of a protected class (race, color, sex)
- Not promoting someone because of their status as a parent
- Not allowing someone to wear a different head covering based upon their religious beliefs
- Ethnic slurs or other verbal or physical conduct because of an individual's national origin
- Not allowing a pregnant employee to have reasonable accommodations related to their job
- Requiring tests or lifting requirements that are not related to doing the job but that screen out applicants who have mental or physical disabilities.

As an employee of CEC, you should be aware that the issue of whether conduct constitutes harassment or discriminatory conduct may depend on how that conduct is viewed by the employee who is subjected to the conduct. Any employee who engages in this prohibited conduct assumes the risk of violating this Policy if the person who is the object of the conduct views it as offensive. Accordingly, any employee who engages in prohibited conduct may be subject to discipline, up to and including termination, even if the conduct might not have been intended as offensive.

CEC's Equal Employment Opportunity, Anti-Harassment, Anti-Discrimination, Anti-Bullying and Anti-Retaliation Policy also applies to the dealings of any employee with non-employees, such as Guests, vendors, and members of the public. Furthermore, the Policy also applies to individuals who do business with CEC, who are present on CEC's premises, or who interact with any employee of CEC while the employee is on the premises.

Workplace Bullying

CEC will not in any instance tolerate bullying or abusive behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying/ Abusive Behavior is defined as repeated inappropriate behavior that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that the employee was subject to an abusive work environment. This can be either direct or indirect, whether verbal, physical or otherwise, conducted by one or more people against another or others, at the place of work and/or in the course of employment. CEC considers the following types of behavior as examples of bullying/ abusive behavior:

- **Verbal bullying/ abusive behavior:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the brunt of jokes; derogatory or intimidating remarks, insults and epithets.
- **Physical bullying/abusive behavior**: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying/abusive behavior**: Nonverbal threatening gestures; glances that can convey threatening messages.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person in a derogatory fashion.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Spreading rumors and gossip regarding individuals.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Bullying/abusive behavior may be intentional or unintentional. However, it must be noted that when an allegation of bullying/ abusive behavior is made, the intention of the alleged bully is irrelevant, and will not be given consideration when implementing discipline.

Discrimination, Harassment, Bullying And/or Retaliation Complaint Procedure

The very nature of harassment, discrimination or bullying makes it virtually impossible to detect unless you voice your discontent with the appropriate management representative.

All employees are required to report all incidents of discrimination, harassment, bullying and/or retaliation, regardless of the offender's identity or position. The Company will take all needed steps to prevent discrimination, harassment, bullying and/or retaliation from occurring. All employees are also responsible for helping to ensure that discrimination, harassment, bullying, and retaliation are prevented. If you believe that you have witnessed or been subject to discrimination, harassment, bullying or retaliation, you must follow the guidelines below so that your complaint or report can be investigated and resolved quickly and fairly.

CEC has created convenient, confidential, and reliable mechanisms for reporting alleged violations of this Policy, including the reporting procedures described below. Complaints will be accepted in writing or orally. In addition, a complainant need not be someone who was the target of the offending conduct.

- Report the incident to your General Manager/Sr General Manager, Area or District Manager, or any member of the Human Resources team including the Chief Legal & Human Resources Officer.
- You can anonymously report any human resources concerns, including an incident of any sexual harassment, illegal, immoral, or unethical behavior by contacting the toll-free Ethics Point hotline at (800) 789-5216. Calls will be answered by a third-party operator 24 hours a day, 7 days a week. The call will be handled promptly.
- You may also make an anonymous report through our Compliance Hotline (Ethics Point) website by visiting http://www.cecentertainment.ethicspoint.com.
- **In addition, you can report by contacting Human Resources at (972) 258-8507, or by emailing Human Resources at employeerelations@cecentertainment.com,** Individuals should not feel obligated to report to their immediate superiors first before bringing a matter to the attention of one of the other CEC designated representatives identified.
- Managers/Supervisors who receive complaints or who observe harassing, discriminatory or retaliatory conduct must immediately inform Human Resources, prior to starting an investigation.
- CEC will immediately begin an objective, thorough and (to the extent possible) confidential investigation.
- Every reported complaint of harassment, discrimination or retaliation will be:
    - Responded to in a timely manner
    - Kept confidential to the extent possible, subject to the Company's obligation to conduct a full and fair investigation
    - Investigated in an impartial and timely manner by qualified personnel
    - Documented and tracked for reasonable progress
    - Closed in a timely manner
    - The investigation will be conducted in a manner that provides appropriate due process to the subject(s) of the investigation and reaches reasonable conclusions based on the evidence collected.
- If CEC finds that discrimination, harassment and/or retaliation, or other inappropriate conduct has occurred, CEC will take appropriate action to correct the situation (i.e., stop it and prevent it from happening again). Anyone who has violated the policy prohibiting discrimination, harassment, and retaliation, or engaged in other inappropriate behavior, will be subject to disciplinary action, which

may include reprimand or termination, if warranted. A person committing discrimination, harassment and/or retaliation also may be held liable for his or her actions under applicable law.

- CEC will keep you informed on the status of the investigation. The results of the investigation will be communicated to you and, if appropriate, to all others directly involved in the complaint.

No Retaliation for Raising Good Faith Concerns

CEC will not retaliate against anyone for presenting a complaint, made in good faith, because he or she reports discrimination, harassment, or retaliation, nor will CEC permit retaliation by management, fellow Employees, guests, or vendors. Employees and contract workers are also protected by law from retaliation for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by CEC or a government agency with respect to such complaints. CEC will take disciplinary action, up to and including the immediate termination of any Employee who retaliates against another Employee or contract worker for engaging in any of these protected activities. Contract workers will be subject to termination of their engagement with CEC for engaging in retaliation.

Employees should recognize that false accusations can have serious effects on innocent individuals and the workplace. The making of accusations that are known by the accusing person to be false is a form of misconduct which impairs the Company's ability to administer this policy effectively. Accordingly, such misconduct may result in disciplinary action up to and including termination.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An Employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

If you have a complaint, please follow the above procedure. To answer questions regarding this policy or the complaint procedure, contact **Human Resources at (972) 258-8507, email Human Resources at employeerelations@cecentertainment.com, call Ethics Point at (800) 789-5216 (toll free), or visit the Ethics Point website at http://www.cecentertainment.ethicspoint.com/.**

[Revised 6/2022]

3.3 INDIVIDUALS WITH DISABILITIES: NON-DISCRIMINATION AND REASONABLE ACCOMMODATIONS POLICY

The Company is committed to complying with the Americans with Disabilities Act (ADA), Americans with Disabilities Act Amendments Act (ADAAA), and other applicable federal, state or local laws protecting employees with disabilities.

In accordance with applicable law, CEC is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified person with a known disability to enjoy equal employment opportunities and perform the essential functions of the job, as long as such accommodations do not constitute an undue hardship.

The Company may grant an unpaid Personal Leave to accommodate a disability if the employee does not have sufficient accrued leave to cover absences or is not eligible for other leave programs. The Company may grant additional leave if an employee exhausts personal leave and cannot return to work. Leave granted as an accommodation is unpaid. All requests will be evaluated on a case-by-case basis and cannot pose an undue hardship on the Company.

If you require an accommodation due to a disability, please contact CEC's Leave and Disability Administrator. (The number can be found on the employee's bulletin board in your location or on the main page in Workday under Contacts.) You may also contact your Human Resources Representative at (972) 258-8507, employeerelations@cecentertainment,com or Ethics Point at (800) 789-5216 (toll free), or by visiting the Ethics Point website at http://www.cecentertainment.ethicspoint.com/).

[Revised 6/2022]

3.4 PREGNANCY ACCOMMODATIONS

CEC will not discriminate against employees, because of pregnancy, childbirth or related conditions. If an employee requests a reasonable accommodation due to health conditions related to pregnancy including but not limited to, lactation, or the physical recovery from childbirth. In addition, CEC will not limit, segregate, or classify the employee in a way that would deprive the employee of employment opportunities due to the employee's pregnancy.

Reasonable Accommodations:

CEC will endeavor to provide a reasonable accommodation to enable applicants and employee to perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of the business.

CEC will engage in a timely, good faith, and interactive process with the employees to determine effective, reasonable accommodations for conditions related to pregnancy, including but not limited to, lactation and physical recovery from childbirth or a related condition. If an employee has requested an accommodation but has not received an initial response with five (5) business days, they should contact the Vice President of Human Resources. The employee should receive written notice regarding the accommodation request.

Reasonable accommodations may include, but are not limited to:

- Making existing facilities readily accessible and usable;
- more frequent or longer break periods;
- periodic rest;
- more frequent restroom, food and water breaks;
- being permitted to sit while working;
- acquisition or modification of equipment or seating;
- limitations on lifting;
- temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available;
- modified work schedule;
- assistance with manual labor; or modified work schedules;
- time off to recover from childbirth; or
- break time and appropriate private, non-bathroom facilities for expressing breast milk.

CEC will not require an employee affected by pregnancy, physical recovery from childbirth or a related condition to accept an accommodation that they choose not to
accept if they did not request an accommodation or if the accommodation is not necessary for the employee to perform the essential functions of the job, nor will the CEC require a pregnant employee to take leave if another reasonable accommodation is available which will permit the employee to continue working.

Employees may be required to provide certification from a health care provider concerning the need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include:

- medical justification for the requested accommodation(s); a description of the reasonable accommodation(s) medically advisable;
- the date the accommodation(s) became advisable;
- and the probable duration of the reasonable accommodation(s).

Documentation will not be required for

- More frequent restroom, food or water breaks;
- Seating limits on lifting more than 20 pounds; and
- Private non-bathroom space for expressing breast milk

Enforcement and Retaliation

CEC will not retaliate against employees for being pregnant nor against employees who request or use a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition.

CEC will not deny employment opportunities to employees based on the need to make a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition.

If employees have any questions about this policy or would like to request a reasonable accommodation, they should contact the Human Resources Department

Illinois Employees: The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by contacting the IDHR at any of the offices shown below or by completing the form at https://www2.illinois.gov/DHR/Pages/default.aspx.

Chicago Office
100 W. Randolph St.
Intake Unit
Chicago, IL 60601
(312) 814-6200

Springfield Office
535 West Jefferson 10th Floor 1st Floor
Intake Unit
Springfield, IL 62704
(217) 785-5100

Louisiana Employees: Employees may also be entitled to unpaid pregnancy leave under the Louisiana Pregnancy Leave. Please contact the benefits department with questions regarding leave. This runs concurrently with FMLA or any other leave provided by CEC.

Massachusetts Employees: Employees who notify CEC of a pregnancy or of a condition related to the employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child will receive an additional copy of this notice not more than 10 days after the notification

[Revised 6/2022]

3.5 RELIGIOUS AND CULTURAL ACCOMMODATIONS PROCCEDURES

CEC recognizes its diverse population and respects the various religious and cultural beliefs and practices of all employees. Upon request, CEC will reasonably accommodate your religious and cultural observances and practices, provided that the accommodation can be accomplished without undue hardship to business operations or other employees. Requests under this Policy will be considered on an individual basis. Examples of reasonable accommodations include, but are not limited to:

- the use of voluntary substitutes or swapping of shifts;
- flexible work scheduling;
- modification to appearance standards; or
- temporary changes in job assignments.

You should submit a notification through Workday at least thirty (30) days prior to the requested absence, when possible. You may use earned vacation time in lieu of unpaid time off. Your supervisor will review your request with you and determine whether an accommodation can be granted. If necessary, Human Resources will engage in an interactive process with you to discuss the request and ultimately to discuss the decision and any appropriate available accommodation.

CHAPTER 4: HAVING A GREAT PLACE TO WORK

4.1 CONDUCT POLICY

All employees are expected to conduct themselves in an appropriate manner consistent with a congenial work environment of respect and professionalism. Given the diversity of employees and situations at CEC, it is not possible to list all forms of behavior that are considered unacceptable or inappropriate. Moreover, as stated elsewhere in this Handbook, CEC employees are employed "at will," which means that both the employee and CEC may terminate the employment relationship at any time, for any reason or no reason, as long as the reason does not violate any law. Nothing in this Policy creates a contractual relationship nor may be construed to alter or amend CEC's "At Will" Policy.

This Handbook is not intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act ("NLRA"), such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

As such, the following conduct rules will be applied as standard performance guidelines that you must follow. These rules are not intended to be exhaustive. Please read them carefully and ask your supervisor to clarify any questions you may have regarding the content.

Unacceptable and inappropriate employee conduct including, but not limited to, the following acts may result in disciplinary action up to and including termination of employment:

- Illegal or unlawful conduct or behavior;
- Failure to follow prescribed CEC policies and procedures, including policies related to conduct, ethics, timekeeping, attendance, overtime, work schedules, breaks, security, and established health, fire and safety practices;
- Disrespectful or discourteous conduct (failing to give a high degree of courteous service to any employee, Guest, or vendor); provided, however, that this rule is not intended to restrict an employee's Section 7 Rights (protected concerted activities) under the National Labor Relations Act (NLRA);
- Harassment, intimidation or coercion of employees or Guests including, without limitation, racial or sexual harassment, and immoral, unlawful, or indecent conduct; or failing to report any such conduct;
- Any other violation of Policy Regarding Equal Employment Opportunity, and Prohibiting Discrimination, Harassment, Bullying & Retaliation
- Dishonesty in any form, including misrepresentations to supervisors or other employees;
- Refusing to obey lawful and ethical direct instructions from a supervisor;
- Excessive personal use of telephone or cell phone while working—which includes texting or viewing any phone applications (i.e., web)—unless authorized by management;
- Making or publishing false, vicious, or malicious statements concerning any guest, employee, CEC, or its food, beverages, or services publicly, within hearing distance and/or view of any other employee, Guest, or vendor, or on any social media site or internet blog, provided, however, that this rule is not intended to restrict an employee's Section 7 Rights (protected concerted activities) under the NLRA;
- Aggressive, intimidating, or threatening behavior directed verbally or physically toward any employee, Guest or vendor;

- Interfering with or hindering of work schedules;
- Failure to protect CEC's assets (i.e., failure to follow safety guidelines, maintaining confidential Company data, etc.);
- Physical violence and/or fighting on property, regardless of who started it;
- Engaging in horseplay while at work or on CEC's premises;
- Acceptance of excessive gifts, entertainment, or other gratuities from firms or individuals who do business with or who seek to do business with CEC without reporting and obtaining approval;
- Failure to maintain satisfactory attendance and report for a scheduled shift without proper notification to your supervisor;
- Sleeping on the job;
- Failure to exhibit a neat and business-like appearance (in accordance with CEC's "Appearance Standards" Policy) and a high degree of personal cleanliness at all times;
- Being on CEC store premises with a lanyard while off duty or while dressed in offensive or inappropriate attire (inappropriate attire would be defined as any clothing or accessories not suitable for viewing by CEC's target customers (which are children ages 6 to 10);
- Performing job functions in a negligent, careless manner or not performing job responsibilities as prescribed and directed;
- Unauthorized parking of motor vehicle in areas other than those designated by management;
- Unauthorized use of CEC facilities, equipment (phone, fax, scanner, computer, etc.) and resources for non-job-related reasons;
- Unauthorized dining or snacking at any time other than during designated breaks, meal periods, or in areas other than those designated by management;
- Failure to comply or cooperate with a Company or agency investigation including impeding, obstructing or interfering with the investigation process; provided, however, that nothing in this requirement is intended to interfere with an employee's Section 7 rights (protected concerted activities) under the NLRA;
- Solicitation or distribution of literature or products of any description in working areas (whether the employee is on or off duty), and/or the unauthorized posting or removing of Company or Company-approved notices, signs, memoranda, and/or writing in any form on a bulletin board or other CEC property;
- Failure to report unsafe actions or violations of policies and procedures (including established health, fire and safety practices) that could result, or have resulted, in bodily injury to others or damage to CEC property or premises;
- Falsification, alteration, removal or destruction of CEC documents or records including but not limited to payroll records, time records, employment applications, background check releases or reports, investigation statements and documents, personnel files, documents submitted for any CEC program or request to the Company, or another's private information;
- Misuse or unauthorized disclosure of confidential information not otherwise available to persons or firms outside of CEC;
- Except to the extent otherwise allowed by law, loitering on CEC's premises while off duty and/or contributing to the inefficiency of any employee who is working;
- Unauthorized absence from assigned work area, being in an unauthorized area, or leaving a shift unsupervised when being the only Manager on Duty;
- Allowing unauthorized individual(s) in the back of the house or on a CEC work site during non-business hours including allowing employees to remain in Guests areas of the store before or after work hours without management approval;

- Theft, pilferage, misappropriation, misuse, or willful destruction of property owned by any employee, Guest, vendor, or CEC, or the unauthorized removal of such items, including any negligence in security procedures;
- Undisclosed conviction of a felony or misdemeanor other than minor traffic offenses, or other falsification of information provided during the application/background check process and/or any time during your employment with CEC, unless otherwise prohibited by law;
- Possessing a dangerous or deadly weapon on CEC premises or unlawfully possessing a dangerous or deadly weapon while off of CEC premises in the performance of CEC duties;
- Using, being in possession of, selling, transferring, distributing or being under the influence of any controlled substance, intoxicants, drugs, alcohol, or hallucinatory agents on CEC property or reporting to work while using or being under the influence of any such substance except (1) prescription drugs taken in accordance with CEC Policy and (2) responsible alcohol consumption while a Guest at CEC or at a CEC event with the prior approval of Human Resources; and
- Failure to follow any other prescribed CEC policies and procedures, including policies related to conduct, ethics, time keeping, attendance, overtime, work schedules, breaks, security and cash handling or Play Pass compliance (cash, tokens/Play Pass points/time, merchandise, food, tickets, sales), and established health, fire and safety practices.

The rules, policies, and procedures of the Company have been developed so each employee will be treated consistently and so that employees will know what is expected from them while working for CEC. To ensure orderly operation and to provide the best possible work environment, CEC expects employees to follow the conduct guidelines above.

CEC may discipline any employee who fails to meet standards of performance and conduct that have been established for the job, including, but not limited to, the violation of a Company policy, rule or regulation. CEC generally imposes corrective discipline on a progressive basis but reserves the right to take any disciplinary action immediately, and without prior or lesser disciplinary steps, when management determines the situation so warrants. Management, at its sole discretion, will determine what disciplinary action is warranted on a case-by-case basis depending on the circumstances. While the circumstances of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. Management reserves the right to skip any form of progressive discipline or to repeat any disciplinary action depending on the facts in each situation.

This Disciplinary Policy applies to all regular full-time, part-time, and temporary employees.

Depending upon the severity of the issue and the number of occurrences, disciplinary action may include any of the following four steps: first notice, second notice, final notice with or without suspension, or termination of employment. Nothing herein prohibits management from implementing any step, up to and including termination, at any time, based upon the severity of the offense. This policy in no way implies any contractual obligation to follow any disciplinary procedure.

In the event of a suspension, the affected employee is to leave Company property immediately.

4.2 SOCIAL MEDIA, INTERNET BLOGGING AND SOCIAL NETWORKING POLICY

NOTHING IN THIS SECTION IS INTENDED TO INTERFERE WITH AN EMPLOYEE'S RIGHTS UNDER SECTION 7 OF THE NLRA OR TO PROHIBIT YOU FROM COMMUNICATING IN GOOD FAITH ABOUT WAGES, HOURS, OR OTHER TERMS AND CONDITIONS OF YOUR OR YOUR CO-WORKERS' EMPLOYMENT.

For the purposes of this policy, "CEC" includes CEC Entertainment, Chuck E. Cheese, Peter Piper Pizza (including Peter Piper Express) and Pasqually's Pizza & Wings.

At CEC, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for the appropriate use of social media. This policy applies to all CEC employees and contractors.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether associated or affiliated with CEC, as well as any other form of electronic communication, including email and texting ("Internet" or "Social Media").

The same principles and guidelines found in many other CEC policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, you should weigh some of the risks against any rewards that might be involved. Keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow employees, adversely impacts the brand or brand equity, or otherwise adversely affects members, guests, suppliers, people who work on behalf of CEC or its legitimate business interests may result in disciplinary action up to and including termination. However, nothing in this policy is intended to prevent you from discussing your own wages or working conditions or engaging in any legally protected activities.

Know and Follow the Rules

Carefully read these guidelines, as well as the Electronic Acceptable Use Policy, Code of Business Conduct & Ethics, and the Equal Employment Opportunity, Discrimination, Harassment & Bullying Policy, all located within this handbook, and ensure your postings are consistent with these policies. Inappropriate postings that include discriminatory remarks, harassment, bullying and/or threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, guests, members, suppliers, or people who work on behalf of CEC. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, embarrassing, that disparage guests, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or Company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything, so even deleted postings can be found. Never post any information or rumors that you know to be false about CEC, fellow employees, guests, suppliers or people working on behalf of CEC or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of CEC trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications

Do not create a link from your blog, website, or other social networking site to a CEC website without identifying yourself as a CEC employee.

Express only your personal opinions. Never represent yourself as a spokesperson for CEC. If CEC is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of CEC, fellow employees, guests, suppliers, or people working on behalf of CEC. If you do publish a blog or post online related to the work you do or subjects associated with CEC, make it clear that you are not speaking on behalf of CEC. You should include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the positions, strategies, or views of CEC"

Respect all copyright and other intellectual property laws. For CEC's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including CEC's own copyrights, trademarks, and brands. This includes, but is not limited to, recordings of music or video played in CEC locations.

Do not post any content that demonstrates disrespect or disregard for, or that disparages, the CEC's brands, employees, products, characters, locations, or guests.

You are permitted and encouraged to "Like," "Follow," or "Subscribe" to any official CEC, Chuck E. Cheese, Peter Piper Pizza (including Peter Piper Express) and Pasqually's Pizza & Wings page, profile, or post on Facebook, Twitter, YouTube, Pinterest, LinkedIn, or any other CEC social media sites.

Use of Costume

No person, other than an employee at the designated time(s) for waking Chuck E. Cheese, is permitted to wear the Chuck E. Cheese or other CEC character costumes. As a Company employee, you are prohibited from recording a video of yourself or another person putting on, taking off, or wearing any of the costumes. In addition, you cannot show our characters dancing, acting or in any way behaving inappropriately. You are also prohibited from publicizing or placing any such videos online or in social media of any kind. Doing so can cause irreparable damage to the Brand and is a violation of Company policy and can lead to discipline up to and including termination.

Furthermore, while it may be tempting to permit an influencer or other social media personality (1) to remain inside the location after hours/overnight; (2) into the back of house or other non-public areas of our Chuck E. Cheese locations; or (3) to video non-public areas of our locations, doing so can cause irreparable damage to the Brand and is a violation of Company policy. To be clear, non-public areas of our locations include, but are not limited to, the back of house, tech room, and the Chuck E. room.

You must not use social media while on work time or on equipment we provide unless it is work-related and authorized by your manager or consistent with the Electronic Acceptable Use Policy. You should never take videos or photos of other employees or of the interior of your location without the approval of your General Manager or District Manager. Do not use a CEC email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation Is Prohibited

CEC prohibits taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action up to and including termination.

Corporate Profile Updates/Media Contact

CEC has corporate profiles and articles on the internet, on websites such as Wikipedia. If you notice CEC is misrepresented on such websites, or that a profile or article requires an update or correction, we ask that you please contact the CEC Marketing Department. Employees should not speak to the media on CEC's behalf without contacting the CEC Marketing Department.

All media inquiries should be directed to the CEC Public Relations team at media@cecentertainment.com. For more information If you have questions or need further guidance, please contact a member of the Marketing or Human Resources Department

CEC reserves the right at all times to monitor all public blogs and public social networking forums, whether or not such activities are conducted with Company resources, for the purpose of protecting its interests as well as those of its employees and ensuring compliance with this Policy to the extent permitted and in accordance with applicable law.

Violations of Company Policy, such as those described above, are grounds for discipline up to and including termination.

[Revised 6/2022]

4.3 CODE OF BUSINESS CONDUCT AND ETHICS

CEC is a professional, responsible, and law-abiding business entity. It devotes considerable time and expense to conducting its business and maintaining its reputation in this regard. The behavior of every employee contributes to the Company's image and its reputation. You must avoid any action or conduct that would cause the Company or any of its employees' embarrassment, that would create the appearance of impropriety, or that otherwise could cause or contribute to the Company or its employees being held in disrepute by the general public, its Guests, or its employees.

CEC's "Code of Business Conduct and Ethics" (the "Code") guides the actions of all employees and ensures the highest level of standards are met and maintained. The Code outlines the Company standards related to compliance with laws; conflict of interest; fair dealing; responding to inquiries from the press, securities analysts, investors, and others; political activity; safeguarding corporate assets; confidentiality; equal employment opportunity and anti-harassment; communications; accuracy of Company records; reporting of any illegal or unethical behavior; and record retention. Adherence to the Code, the Employee Handbook, and other Company policies is essential to maintaining and furthering our reputation for fair and ethical practices among our Guests, investors, employees, and communities. The Code is distributed to all employees upon hire and is available through our website at https://investor.cecentertainment.com/ by clicking on the "Governance" hyperlink. Please note that the Code may be updated from time to time by the Company as necessary.

It is your responsibility to comply with all applicable laws and regulations and all provisions of the Code, the Employee Handbook, and related policies and procedures. You are responsible to report any violation of the law or the Code. You can report violations of the Code by contacting Ethics Point at (800) 789-5216 (toll free), or by visiting the Ethics Point website at http://www.cecentertainment.ethicspoint.com/). Failure to follow the provisions of the Code, and in some cases, failure to report violations of the Code, may have serious legal consequences and could result in disciplinary action up to and including termination of employment.

4.4 PERSONAL RELATIONSHIPS

CEC strongly believes that a work environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Employees should enjoy coming to work and CEC encourages good working relationships with fellow employees, but personal relationships should not interfere with business objectives.

Employment decisions based on personal relationships without regard to objective criteria including, but not limited to, hiring, retention, transfer, promotion, training, career development, projects, wage

determination, and leave requests could result in disciplinary action for one or both employees up to and including termination of employment. In those cases, CEC reserves the right to address any conduct that impacts its ability to manage its business or exposes the Company to potential liability.

This policy applies to all CEC employees.

Relationships that interfere with the company culture of teamwork, the harmonious work environment or the productivity of employees are prohibited. For example, personal relationships must not exist when:

1. The relationship leads to or is perceived to lead to favoritism or preferential treatment toward any employee.
2. The relationship exists between any two employees where one employee has a supervisory responsibility (including manager-on-duty, regardless of level) over the other employee.
3. The relationship is detrimental to morale or erodes an individual's ability to effectively manage.
4. The relationship creates an offensive, hostile or intimidating work environment.

All cases of personal relationships must immediately be brought to the attention of Human Resources, which will determine whether the relationship violates this policy. Further, any employee may report relationships prohibited by CEC by contacting Human Resources at (972) 258-8507, employeerelations@cecentertainment.com, or Ethics Point (toll-free at (800) 789-5216 or http://www.cecentertainment.ethicspoint.com/).

If a violation has occurred, including failing to timely report a relationship as defined in this policy, the parties may be separated, reassigned, placed on unpaid administrative leave until a final decision is made, transferred to another location or subject to disciplinary action up to and including termination.

All exceptions must be submitted in writing and approved by the Chief Compliance Officer, Chief Operating Officer or Chief Legal and Human Resources Officer.

[Revised 6/2022]

4.5 EMPLOYMENT OF RELATIVES

A familial relationship among employees can create an actual or potential conflict of interest in the employment setting. No family members may be hired, promoted, or transferred to a position where one family member has direct decision-making supervisory responsibility (including manager-on-duty) over the other or where any management individual in the direct management chain is a relative. Employees who marry or who become related by marriage may continue their employment provided these same standards are met. If any of the conditions exist or develop while the individuals are employed with CEC, employees must immediately report the relationship to Human Resources at (972) 258-8507, employeerelations@cecentertainment.com, or Ethics Point (toll-free at (800) 789-5216 or http://www.cecentertainment.ethicspoint.com/).

CEC may separate, reassign, or transfer one or both employees to an available position for which the employees are qualified. If no such position is available, one or both employees will be asked to resign from their employment with CEC. Employees may be placed on unpaid administrative leave pending a decision by the Company to reassign, transfer or request resignation.

For the purposes of this policy, "relatives" are defined as parent, child/legal-ward, sibling, spouse, domestic/civil-union partner, stepparent, stepchild, stepsister, stepbrother, niece, nephew, cousin, uncle, aunt, grandparent, grandchild, in-laws, spouse or domestic/civil-union partner of any of the above, and other members of the employee's immediate and extended family.

Failure to disclose the "relative" status of an applicant or employee in any employment decision including, but not limited to, hiring, retention, transfer, promotion, training, career development, projects, wage determination, and leave requests could result in disciplinary action for one or both employees up to and including termination of employment.

All exceptions must be submitted in writing and approved by the Chief Compliance Officer, Chief Operating Officer or Chief Legal and Human Resources Officer.

Revised 6/2022]

CHAPTER 5: GENERAL WORK POLICIES AND PROCEDURES

5.1 EMPLOYEE RECORDS PRIVACY/PERSONNEL FILE ACCESS

CEC keeps a personnel file on each employee. Support Center and Operations Management files are maintained at the Support Center (or maintained electronically). Non-management Operations employee files are maintained in the location until such time that the employee is promoted to a Coordinator position or above, or the employee is terminated, and then the personnel file is transferred to the Support Center. Active or terminated employees may have access to all data in their personnel file that has been signed by them, unless otherwise dictated by state or local law. Employees must submit their request for personnel file access in writing to the Human Resources Department. Employees have access to their Workday employee account during active employment and for up to thirty (30) days from termination, unless otherwise required by applicable law. Copies of records will be provided to the extent required by applicable law.

CEC is committed to protecting the privacy rights and interests of employees and preventing inappropriate or unnecessary disclosures of information from their file or record in accordance with its obligations under all applicable federal, state, and local statutes and regulations governing the workplace. CEC will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. All personal and employment-related information about an employee is to be maintained in a secure, confidential, and appropriate manner. Any medical record or records relating to any medical leave will be kept in a separate and secure file or forwarded to the Benefits Department, if applicable. Separate employee benefits files will be maintained in our Support Center by the Benefits Department to store any documents concerning an employee's benefits plan participation.

CEC takes the protection of employee information seriously, and, to the extent possible, will restrict access to personnel files (1) to CEC employees who need to know as a function of their positions with CEC and to facilitate an individual's employment; (2) as required by law; and (3) if requested or consented to by the employee. A Manager, Hiring Manager, or Supervisor may have access to a subordinate's personnel file. In addition, access to personnel files is also given to the CEO, President, Human Resources and/or Legal upon request. In all cases, access to a personnel file will only be allowed where permissible under applicable state and/or local laws and regulations.

CEC retains documents in accordance with record retention requirements under federal and state law. Therefore, after the expiration of the applicable retention period, the records are destroyed. Consequently, certain historical documents may not be available for review.

5.2 CONFIDENTIAL AND PROPRIETARY INFORMATION

All employees must protect confidential and proprietary information belonging to CEC, as well as confidential information belonging to CEC's Guests and suppliers. The term "Confidential Information" means the intellectual property, trade secrets, and other confidential and proprietary information of CEC, and any and all other information, oral or written, that is not generally known by persons not employed by or parties to contracts with CEC. This information includes, but is not limited to, all non-public information that, if disclosed, might be useful to competitors or investors or harmful to CEC, its suppliers, or Guests. Confidential information should be marked accordingly, if necessary, kept secure, and access should be limited to those who have a need to know the information in order to do their jobs. Examples of confidential information include:

- Inventions, designs, discoveries, works of authorship, improvements, or ideas developed or otherwise possessed by CEC;
- CEC's proprietary software, consisting of computer programs in source or object code and all related documentation and training and service materials, including all upgrades, improvements, and modifications thereto, and programs and documentation in incomplete stages of design or research and development;
- The subject matter of CEC's patents, design patents, copyrights, trade secrets, trademarks, service marks, trade names, trade dress, operating instructions, and other intellectual property to the extent that such information is unavailable to the public and/or is in incomplete stages of design or research and development;
- CEC's business operations and practices, including marketing, research, service, and product development plans and strategies which have been or are being considered, processes, product formulations and designs, and sales or distribution methods and techniques;
- CEC's pricing information and pricing methods;
- Information relating to persons, firms, partnerships, corporations, or other entities which do business with CEC including, but not limited to, partners, vendors, or Guests of CEC. This information includes, without limitation, their identities and/or business requirements including the way services may be individually tailored to their particular needs, the programs devised for them, and/or the materials representing such needs and programs;
- Financial or account information relating to persons, firms, partnerships, corporations, or other entities which do business with CEC such as partners, vendors, or Guests including, but not limited to, payment histories, account balances, and receivables;

- Credit card information belonging to CEC and/or persons, firms, partnerships, corporations, or other entities which do business with CEC such as partners, vendors, or Guests (see CEC's "Information and Network Security" Policy);
- Designs, systems, processes, or the manner in which products are designed, manufactured, or created;
- Store or Support Center rosters and employee social security numbers, dates of birth, home addresses and telephone information or any other personal information;
- CEC's training videos, manuals, and related materials; and
- CEC's image reference guide.

If you leave CEC's employment for any reason, you must not disclose or otherwise use CEC confidential information. Upon the termination of your employment, either voluntary or otherwise, you must deliver to your direct supervisor all confidential information, including any information of the types listed above.

If you fail to follow these confidentiality guidelines, you will be subject to disciplinary action up to and including termination of employment, and you could be subject to additional legal consequences depending on the nature of any non-compliance.

Only certain designated employees may discuss CEC with the news media, securities analysts, and investors. If someone not employed with CEC asks you questions, either directly or indirectly, or through another person, do not attempt to answer them unless you are certain you are authorized to do so. If you are not authorized, refer the person to the appropriate source within CEC. All requests for financial information should be referred to the CFO, President, or CEO. Inquiries from the media should be referred to the CEC Public Relations team at media@cecentertainment.com.

For purposes of clarity, under no circumstances will the Company or any of its Affiliates interpret any of its or their agreements or arrangements to which you are subject in a manner that would (a) prohibit you from making reports of possible violations of U.S (United States). federal law or regulation to any governmental agency or entity in accordance with Section 21F of the Securities Exchange Act of 1934, Section 806 of the Sarbanes-Oxley Act of 2002, or any other whistleblower protection provisions of U.S. federal law or regulation, or (b) require notification or prior approval by the Company or any of its affiliates of any such reporting.

[Revised 6/2022]

5.3 SOLICITATION AND DISTRIBUTION

CEC maintains a work environment conducive to the pursuit of business excellence unobstructed by external interference yet retaining the needed and beneficial attributes of community involvement. This section outlines appropriate guidelines for soliciting and distributing while on Company property as well as posting to Company bulletin boards.

"Solicitation" refers to any communication by any employee or group of employees to another employee or group of employees that encourages, advocates, demands, or requests a contribution of money, time, effort, or personal involvement or membership in any fund (charitable or otherwise), collection, athletic team, social, fraternal, religious, civil, or labor organization of any kind or type that is not a Company-sponsored event or organization, or the purchase of any merchandise, raffle tickets, etc. Some examples of solicitation may include asking employees:

- For funds or contributions;
- To purchase goods for charitable or commercial purposes;
- To sign petitions;
- To join or become members of a group;
- To support political candidates;
- To support or commit to causes, groups, or interests.

"Distribution" typically involves materials which are capable of being retained and reviewed. Examples of distribution include, but are not limited to:

- Flyers
- Handbills
- Literature
- Order forms

CEC does not interfere with, restrain, or coerce employees in exercising their rights under federal and state laws. CEC allows you to solicit and distribute to co-workers during meal and rest breaks and during any other period of time that is not working time, so long as you do not disrupt or interfere with CEC operations and do not harass or offend other employees. In order to keep CEC's premises safe, neat, and clean, solicitation literature may not be strewn or discarded on CEC's property, unless it is placed in appropriate waste receptacles.

Accordingly, unless you have obtained prior approval from the Human Resources Department, you are not permitted to:

- Solicit or be solicited during your working time.
- Distribute or receive non-work-related information/materials during your working time and/or in your working areas.
- Use CEC property and/or assets for purposes other than Company business, including but not limited to stationery, meeting rooms, the Company intranet, bulletin boards, telephones, computers, copiers, fax machines, and handheld communication devices.
- Engage in commercial, faith-based, charitable, political, or civic solicitations and/or distributions while on working time and/or in working areas.
- Enter CEC's premises at any time for the sole purpose of soliciting and/or distributing information/materials.

Persons not employed by CEC are not permitted to be on the premises to solicit or distribute in any form or through any medium or offer merchandise for sale on CEC property at any time without approval from Human Resources (or, outside the Support Center, from the Regional Vice President).

Definitions

"Working time" includes any time when you are expected to be performing your job duties. It does not include time such as before/after a work shift, breaks, and lunch periods.

"Work areas" include any areas where actual work is performed for CEC. As a general rule, working areas do not include break rooms, parking lots, cafeterias, and restrooms.

"Company premises" includes all buildings and land owned or leased by CEC; it does not include public streets and public sidewalks.

All exceptions must be submitted in writing and approved by the Chief Legal and Human Resources Officer.

5.4 BULLETIN BOARDS

CEC has bulletin boards at its restaurants, at the Support Center, and in approved shared drives, for the purpose of communicating with its employees. Postings on these boards are limited to CEC-related materials including legal notices, safety and disciplinary rules, policies, and memos of general concern relating to CEC. All restaurant postings must be reviewed and approved by the General Manager of the restaurant. All postings at the Support Center must be reviewed and approved by Human Resources.

5.5 LOITERING

Loitering refers to remaining in or hanging around an area for no obvious business purpose. You should not remain on the premises prior to or after your shifts or on your days off. While your friends, family members, and business contacts are welcomed as visitors or Guests, they are not authorized to loiter on CEC's property. In addition, your children may visit your workplace for a special occasion or due to a special circumstance, but they are not allowed to stay at your workplace for an extended period of time. Any individual who is considered to be loitering may be asked to leave the premises.

5.6 CONTRACTS AUTHORIZATION AND CUSTODY

Except as otherwise provided for under CEC's Contract Policy, employees whose title is below the level of Vice President do not have any authority to enter into contracts of any kind on behalf of CEC or otherwise to commit CEC to any obligation. Any employee that is found to have engaged in such behavior will be subject to disciplinary action up to and including termination of employment.

In general, all contracts for goods and/or services between CEC and any third party must be:

1. Reviewed by the Legal Department prior to execution; and
2. Signed by a Vice President or higher.